

Open: 11/17/03 - 8:30 AM

Close: 12/04/03 – 5:00 PM



CITY OF MIAMI BEACH

ANNOUNCEMENT OF OPEN COMPETITIVE CIVIL SERVICE POSITION



ADMINISTRATIVE AIDE II

\$1,192.70 - \$1,571.32 BIWEEKLY

CITY OF MIAMI BEACH EMPLOYEES ONLY

Part I Written Test: Thursday; December 11, 2003 - 9:30 AM *
Place of Written Test: Miami Beach Police Department – First Floor Community Room
***NOTE: You must arrive no later than 9:00 AM with a picture ID**
Part II Typing Test: Friday – December 12, 2003 – Time to be announced
Place of Typing Test: "Old" City Hall, 1130 Washington Avenue (near Police Station), 3rd Floor

MINIMUM REQUIREMENTS:

1. Employed by the City for the past one (1) year (part-time will be prorated) **AND** have eighteen (18) months full-time verifiable experience in responsible general office or clerical position.
2. Some positions may require 40 correct w.p.m. (based on departmental needs with 30 correct w.p.m. as the minimum requirement).
3. Some positions require working knowledge of P.C. based/software applications.
4. Some positions require shift work including nights, weekends, and holidays.

EXAMINATION: PART I - 100%. Written Test may include proofreading, filing, business math and English, coding, report writing, office equipment and practices, record keeping, following instructions, employee and public relations, and City functions, rules, and regulations including City Work Rules. **PART II - Pass/Fail. Typing Test.***

NOTE: *If you have previously taken a City Typing Test within the past one (1) year, you may use this score, **providing you inform Human Resources at the time you submit your application so we can confirm your test score.**

NATURE OF WORK: Varied responsible supervisory, clerical, or technical work of a specialist nature often involving complex work methods and techniques.

This position is represented by: C.W.A. (Communications Workers of America)

Apply IN PERSON Monday - Thursday 8:30AM - 5:00PM, EXCLUDING HOLIDAYS
Job Hotline (305) 673-7777 www.miamibeachfl.gov

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department, 3rd Floor
Miami Beach, FL 33139

CLASS NO. - **2111**
CS NO. - **0375CP**

EOE/AA/ADA/VET PREF